

**Minutes
Windsor Town Council Special Called Meeting
Town Hall
January 13, 2009**

The Windsor Town Council met in Special Called Session on Tuesday, January 13, 2009 at 5:00 p.m. in the Council Chamber. Mayor Crocker called the meeting to order. He welcomed those who were present. Robin Hewett, Town Clerk, recorded the minutes. John L. Rowe, Jr., Interim Town Manager, Michael Stallings, Planning and Zoning Administrator, Chief Porti, and Joshua Pretlow, Town Attorney were present.

Council members present:	Greg Willis Carita J. Richardson Wesley F. Garris William L. Jones J. Clinton Bryant Durwood V. Scott
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Mayor Crocker said in order to allow sufficient amount of time for the closed session, he would like to have all business discussed by 5:45 p.m. at which time Council would go into closed session. Mayor Crocker wished everyone a happy new year. He asked the Clerk to call the roll, and Ms. Hewett called the roll noting everyone was present.

The Proposed New Town Charter

Mayor Crocker said at Council's last meeting the Town Charter was discussed and there were some citizens' concerns regarding the Charter. He said Mr. Rowe has broken down the Charter in an outline form so Council can review each Article of the Charter. Mayor Crocker asked Mr. Rowe to further brief Council on this issue.

Mr. Rowe said that before Council is the Charter with all changes made up to the December 23, 2008 Council meeting. He said he did not feel that Council would need to spend much time on Article 1- Incorporation and Boundaries and Article 2 - Powers of the Charter, because the language in these articles are "boiler plate", and is regulated by the General Assembly. He said the meat of the discussion of the Charter would be Article 3 – The Council.

Mr. Rowe said he has started collecting other localities' Charters. He said he currently has the Charter for Front Royal. He said he would like to have Council's guidance on the type of other charters they would like to review. Mr. Pretlow said Council should get other charters that have been recently updated

and are similar in size with Windsor. Mr. Rowe said he would look at getting approximately three other charters for Council to review in this process. He said Council could start with Article 1 and Article 2 for the January 27th Council meeting, and then begin reviewing Article 3 at the first Council meeting in February. Mayor Crocker said if anyone has any questions on Article 1 and Article 2 of the Charter to call Mr. Rowe so they can be addressed before the January 27th meeting. Councilwoman Richardson said she would like to advertise to the citizens which portion of the Charter Council will be discussing at each meeting in case there are citizens' concerns. She suggested putting something on the Town sign. Mr. Rowe said staff is working to have more information available on the Town's website, and the scheduled Charter discussions could also be on the website. He said staff would use every means available to make sure the public is aware of the discussions on the Charter.

Delinquent Taxes

Mr. Rowe said he would like to have a brief discussion on delinquent taxes, which is not on the agenda. He recommended to Council to add this to the agenda, and Council unanimously voted to discuss delinquent taxes as recorded on the attached chart as motion #1.

Mr. Rowe said before Council is an email from Ms. Whitehead indicating that as of January 13, 2009, the Town has collected \$14,149.21 in delinquent taxes. He said the amount collected is primarily real estate taxes. He said the delinquent taxes are any taxes that were due prior to December 5, 2008. Mr. Rowe said the second page of the handout is the delinquent notice that will be sent out to any individuals that have not paid their 2008 real estate taxes or any other prior years. He said the notices would be going out on January 13th and 14th for real estate and personal property taxes. He said 30 days after the notices are sent out, there will be a \$30 administrative fee charged on any unpaid delinquent taxes for each year. Mr. Rowe said staff would take every measure to collect delinquent taxes in accordance with the State Code, such as bank account liens, and DMV stops.

Council discussed the possibility of going back to selling decals in order to collect the delinquent taxes. Mr. Rowe recommended to Council to try every measure of collecting the taxes according to the Code prior to going back to selling decals. Mr. Rowe further discussed the methods of collecting the delinquent taxes, and he informed Council that staff is in the process of having a contract with DMV to assist in collecting delinquent taxes.

Mr. Rowe said there is an email before Council from Chief Porti for Council's information stating that VDOT has put out a Request For Detailed Proposals for the "new" Route 460 to the Commissioner by September 29, 2009. He said he would provide Council with any further information as it becomes available regarding Route 460.

The Scheduling of Future Council Work Sessions

Mr. Rowe said he would recommend to Council to have a 1:00 p.m. work session on January 27, 2009 prior to the regular Council meeting scheduled at 3:00 p.m.

Council discussed the possibility of going back to one business Council meeting a month and one Council work session a month like they previously had. Council also discussed the pros and cons of having a two-hour work session before each Council meeting.

After discussion among Council, it was decided to leave the January 27, 2009 Council meeting scheduled for 3:00 p.m., and to only have Mr. Neblett from VDOT come to every other second Council meeting. Mr. Rowe said staff would work on modifying the agenda for the January 27th Council meeting to structure it in a work session format.

Closed Session

Councilwoman Richardson made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711 A-1 and A-3 for the purpose of discussing personnel matters, regarding the hiring of a town manager, and real estate matters, regarding property within the Town. Councilman Jones seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Councilwoman Richardson made a motion to go back into regular session. Councilman Garris seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Councilwoman Richardson made a motion pursuant to Virginia Code Section 2.2-3712, Subsection D that Council discussed only public business matters lawfully exempted from open meeting requirements, and that Council heard, discussed, or considered only such business matters as were identified in the motion that Council passed to go into closed session. Councilman Garris seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Mayor Crocker adjourned the meeting at 6:50 p.m.

Marvin A. Crocker, Jr.
Mayor

Robin Hewett
Town Clerk